

Virginia Department of Health

Office of Minority of Health and Public Health Policy

Internship Project Overview

Name of Project: Track General Assembly Activities

Brief Description of Project	This internship will provide experience tracking the progress of bills during the General Assembly (GA), writing Legislative Action Summaries (LAS) for bills assigned to OMHPHP, attending GA committee meetings in which bills are deliberated, attending VDH meetings in which senior management is updated on bills from each office, and other related activities. Bills assigned to OMHPHP are typically related to health care access, rural health, and minority health. In addition, as time allows, the intern will have the opportunity to learn how laws are translated into action via the regulatory process. The intern will assist in the writing of regulations and will have the opportunity to attend State Board of Health meetings to observe the approval process for regulations.
Estimated # of Hours/Timeframe of Project	Minimum of 8 hours
Level/Qualifications Needed/Preferred	<p>Undergraduate or graduate. Specific learning opportunities will be based on individual skill level.</p> <p>Excellent writing skills; excellent verbal communication skills; ability to comprehensively research health and policy-related topics; comfort with tracking data on online databases; ability to create and regularly update an excel spreadsheet.</p>
Paid	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No